## Checklist for adult live entertainment and adult entertainment business

Inve	Investigator		
DBA	DBA name and address		
Date	Date application assigned Date case completed	Date case completed	
$The_{j}$	The following requirements will be completed by the investigator working on your case		
	Investigator requirement – verification that the business does have a current license (a	ttach a copy) – sale only	
	Investigator requirement – a map of the zoning overlay of the area immediately surrou	anding the proposed premise	
	Investigator requirement – Within ten days after a new application for an adult live entertainment business license is determined by the manager to be complete, the notification letters out to all property owners within 1,000 feet of the proposed establish associations within the same ZIP code as the proposed establishment and City Councilm district of the proposed premise, as well as other pre-determined government entities. If notifications have been mailed, any property owner or neighborhood association the proposed establishment submits a written request for a hearing where they state particular criteria set forth in section 12-57(a) has not been satisfied, the director smail a notice of a hearing to the applicant and all property owners and neighborhood association the proposed establishment to include the date, time, and place of the hearing before the hearing shall not be less than 30 days nor more than 40 days following the determination complete – sec 12-56 – new business only	investigator will mail ment and to all neighborhood nembers who represent the same within 10 days after the located within 1,000 feet of ate the reason(s) that a shall within five days of receipt sociations within 1,000 feet of director. The date of the	
<u>Yes</u>	<u>Yes</u> <u>No</u>		
	Investigator requirement – Has the applicant or any spouse, partner, officer, or shareholder with a greater than 10 percent interest, been convicted of a violation had a license under this article revoked at any time in the two years immediately application? Section 12-57(9)	of this article or have they	
	Investigator requirement – Has the applicant, or any spouse, partner, officer, of shareholder with a greater than 10 percent interest within the previous 10 years be under confinement for any felony, misdemeanor, ordinance violation or municipies involving sexual offenses, prostitution, sexual abuse of a child or pornography a in the state's criminal code, RSMo chs. 556–600, or similar statutes in other state illegal drugs or narcotics offenses, as described in the state's comprehensive drug Section 12-57(10)	peen convicted of, or remain val ordinance violation and related offenses as defined es, or controlled substance or	
In or	In order to begin processing a liquor application, an applicant must submit the following		
	Before submitting an application, contact the City Planning and Development Department if zoning will allow your proposed business to operate at your proposed location – <b>City Department</b> in City Hall, 414 E. 12 <sup>th</sup> St., (816) 513-1500		
	Amusement application – must be signed and notarized		
	Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri System, identifying the center of the door for the main entrance to the premise – must be submit \$100 to Regulated Industries to obtain the coordinates – check or money order	e from a <b>licensed surveyor</b> <u>OR</u>	
	A \$500 licensing fee – <b>Section 12-46</b> states: The application for a license or permit shall in full of the fee stated in this section, by cash, certified or cashier's check or money or treasurer) and no application shall be considered complete until the fee is paid. The fee	der (made out to the city	

any circumstances.

	than 1 praction	states and countries where applicant(s) and/or owner(s) have resided. This includes anyone who owns <b>more 10 percent</b> of the stock in the business <u>or</u> owns <b>more than 10 percent</b> of the business. Anyone who is an active cing lawyer in the State of Missouri will not be subject to a criminal history record check, but must submit a copy bar association card.	
All of the following information must be submitted by the applicant			
<u> Iave</u>	<u>Need</u>		
		Consultant consent form signed by the applicant (only applicable if a consultant is used) – <b>form provided by the Regulated Industries Division</b> ( <a href="http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/">http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/</a> ) Two recent photographs of the front of the premises to be licensed	
		A diagram of the premises including the total number of <b>square feet</b> and the <b>number of floors</b> in the building	
		LLC only – a copy of the operating agreement listing the members and managers of the LLC Corporation only – a copy of the bylaws and all amendments and organizational minutes, verifying all corporate officers, shareholders and number of shares held <u>or</u> the Articles of Incorporation  Partnership only – a copy of the partnership agreement (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application	
		Certificate of good standing <b>from the State of Missouri</b> . If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not general partnership), <u>or</u> a certificate of incorporation (corporation) – <b>from the State of Missouri</b> , State Office Building, 615 E. 13 <sup>th</sup> St., (816) 889-2925	
		Fictitious name registration ( <b>if DBA is different than the corporate name</b> ) – from the State Office Building, 615 E. 13 <sup>th</sup> St., (816) 889-2925	
		Two recent passport-style photos (without hat) of anyone who owns <b>more than 10 percent</b> of the stock in the location or who owns <b>more than 10 percent</b> of the business	
		Schedule P of the <u>designated agent</u> and anyone who owns <b>more than 10 percent</b> of the stock in the location or who owns <b>more than 10 percent</b> of the business. The <u>designated agent</u> must be someone who can regularly be found in the city during normal business hours – <b>form provided by the Regulated Industries Division</b> ( <a href="http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/">http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/</a> )	
		Declaration of intent to sell, signed by all parties and notarized – <b>form provided by the Regulated Industries Division</b> ( <a href="http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/">http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/</a> ) – <b>sale only</b>	
		A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135	
		A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12 <sup>th</sup> St., (816) 513-1500	
		A copy of the occupant load certificate stating the occupancy load ( <i>only needed for the following:</i> if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12 <sup>th</sup> St., (816) 513-1500	
		A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247	
		A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100	

\$52 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all